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FACILITIES MANAGEMENT DIVISION
WEEKLY REPORT FOR PERIOD ENDING 12 NOVEMBER 1986

1. Status of Tasks Assigned by Senior Management:

2. Major Events That Have Occurred During the Preceding Week:

a. The design package for renovations to portions of the [redacted] was completed after a final review by the component. The package was delivered to the Maintenance Branch, FMD, on 6 November. Included in the construction documents are architectural, electrical, and mechanical accommodations [redacted] adjoining support offices, and the secretarial pool. The estimated construction cost for the renovation is \$20,000. [redacted]

b. A request for proposal and scope of services has been prepared and delivered to the Contracts Staff, FMD, for major renovations to Office of Information Resources (OIR) and Office of Leadership Analysis (LDA). FMD intends to use Marvin Kagan and Associates to design office and file space for both OIR and LDA. The major changes in office layouts and file space came as a result of the reorganization of Office of Central Reference. [redacted]

c. The Northeast/Northwest Entrance parking area was made available for handicapped, senior management, and vanpool parking on 10 November, 1986. A valid parking permit will be required for this area. [redacted]

d. On Monday, 10 November, The Executive Dining Room served a special luncheon to the university deans visiting the Agency with a total of 37 guests and Agency personnel attending, [redacted]

I thought there was a moratorium on renovations?

on 10 Nov 86

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OL's
 No e. The Interior Design Consultant and the New Headquarters Building architect and engineering firm, Smith, Hinchman & Grylls, completed cross reference planning of standard size furniture to correspond to proposed layouts of all workstations in the New Headquarters Building. The final package, which includes a separate list of manufacturer product sizes and model numbers, should be complete in two to three weeks.

No f. The Interior Design Consultant prepared a package of literature depicting various museum display cases. This material was presented to the Historical Intelligence Collection (HIC) staff on 6 November along with an explanation of procedures for laying out such an area appropriate for the HIC museum in the New Headquarters Building.

* On Monday, 3 November 1986, A suspect package was received in the Mail & Courier Branch [redacted]

25X1 The x-ray image displayed an extensive amount of wiring and two distinct solid shapes that could not be readily identified on the screen. The Security Duty Office/Office of Security was called and upon inspection of the package, the ordnance team from Fort McNair was called out. The package was taken to the on-campus bomb pit where it was opened. The contents consisted of an electric blanket with dual controls.

No h. Employees of the Mail & Courier Branch were host to visitors from the National Photographic Interpretation Center (NPIC) on Wednesday, 5 November. The visitors were representatives of the NPIC Registry and Records Management Office who had requested a demonstration and briefing on the use of the IBM/PC and bar-code scanning systems used by the Mail & Courier Branch. Efforts are being made to establish a similar tracking system for document and courier receipt control within the NPIC facility. [redacted]

25X1 i. On Thursday, 6 November 1986, The Mail & Courier Branch provided special courier support to the National Security Council located in the Old Executive Office Building. Seventy boxes of vital records were picked up from the National Security Council and transported directly to the Agency Archives and Records Center [redacted]

25X1 j. During the week of 3 November 1986, Motor Pool Branch transported [redacted] passengers for special and pool runs. In addition, special limousine service was provided for the EUR Division, DO, on 5, 6 and 7 November.

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k. Building Services Branch, FMD, furniture support for the past week is as follows:

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- 56 pieces of Corry Jamestown furniture were delivered to 2G20 [] for OL/Staff.

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- A total of 15 desks and 15 L-units were relocated from the 2nd floor [] to the 2nd floor of [] for OS/PTS.

- 73 pieces of Corry Jamestown furniture were delivered to 5D51 for DO/EA.

25X1
- 30 pieces of Corry Jamestown furniture were delivered to 2B1416 for DO, []

- 215 pieces of Pleion were delivered to 2F20 for DI/MPSS.

25X1
25X1
- 75 chairs were delivered to [] Building for OS. This was accomplished along with a relocation of 75 chairs from []

- PTI pieces resulting from the above tasks - 125.

- Work hours relating to the above tasks - 285.

3. Upcoming Week:

(P)
UP S
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see
attached
for
rewrite
On 12 November, Chief, Facilities Management Division; Deputy for Operations, FMD; Chief, Engineering Branch, OPS, FMD; and the Contracting Officer, FMD, traveled to the New York Office of Odgen/Allied for presentation of the Fourth Quarter

4. Management Activities and Concerns:

a. Facilities Management Division has prepared a Spending Plan and Budget Outline for FY87.

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25X1 *Ne* b. Personnel changes:

Ne [redacted] transferred to DI/LDA.

[redacted] reassigned by RECD to FBO.

[redacted] entered on board as

ILLEGIB *Y10* [redacted] Chief, Headquarters Consolidation Staff, FMD.

ne c. Government Evaluation Board met on the Allied
Fourth Quarter Award Fee and Evaluation.

d. Chief, Facilities Management Division and Parking
Office personnel met with Directorate Parking representatives
on North Lot allocations.

25X1 [redacted], Chief
Facilities Management Division, OL

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